

H - TOWN LOUNGE

Fightin' the Blues

with

"OI' Blue Eyes" White & his **Funky Jazz Crew**

"Lady Day" Galloway

"Boom-Boom" Michel

"Daddy-O" Dadoush



AGENDA & CHECKLIST

8:30	-	9:00	Breakfast
9:00	-	9:05	Opening remarks - Lonnie Vara
9:05	-	9:30	Putting the “fun” back in FUNdraising - Jackie Strickland
9:30	-	9:45	Review booklet - Cyndy Sax
9:45	-	9:55	Break
9:55	-	10:10	Scantron forms - Maria Irshad
10:10	-	10:35	How to make the “Ask” - Billie Williams
10:35	-	10:40	Closing
10:40	-	11:00	Prize drawing (must be present to win)

Campaign materials will be distributed to each department coordinator. Each department coordinator is responsible for distributing the materials to department employees.

Campaign materials include:

- ☒ Tribute newsletter - one for each employee
- ☒ Scantron pledge form - one for each employee
- ☒ Report form - make copies as needed
- ☒ Training manual - one for each department coordinator
- ☒ Memorial form - make copies as needed

For more information, please contact: Maria Irshad, (713) 837-9384.

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History of the CMC

Before 1991

The United Way of the Texas Gulf Coast coordinated the city of Houston's charitable giving campaign. Although the campaign gave city employees the opportunity to help those less fortunate, employees expressed the need for greater choice.

In 1991

Mayor Kathy Whitmire answered this call with administrative procedure 2-16. Effective July 1, 1991, administrative procedure 2-16 opened the city's charitable giving campaign to all federations and charitable organizations meeting the approved criteria.

1992-1994

After the approval of administrative procedure 2-16, the city's charitable campaign became known as the Combined Municipal Campaign. The word "Combined" refers to the combination of federations and agencies in the campaign. The word "Municipal" refers to the city of Houston, and the word "Campaign" describes the city's mission to improve the quality of life in Houston, the nation and beyond.

During the first years of the CMC, various city employees were given the challenge of administering the campaign. There was no central governing unit.

1995-present

In 1995, Human Resources Director Lonnie Vara was given responsibility for the CMC. To give the campaign stability and structure, Mr. Vara assigned the CMC to the Human Resources Communications Division. Along with this division, dedicated employees like you have made the city of Houston Combined Municipal Campaign one of the fastest growing in the country.

The results speak for themselves. Never before has the city's charitable campaign reached such heights. More than 7,000 caring employees donated \$257,537 in 1995. The amount soared to more than \$452,000 in 1997, and in 2003, the city reached \$631,000. This year brings hope of even greater success. With improved training and pledge materials and an increase in department events, we hope to make 2004 the year to beat.

What makes up the CMC

Federations

Federations are organizations that consist of five or more charitable agencies and solicit/distribute contributions on behalf of their members.

Houston area charitable agencies

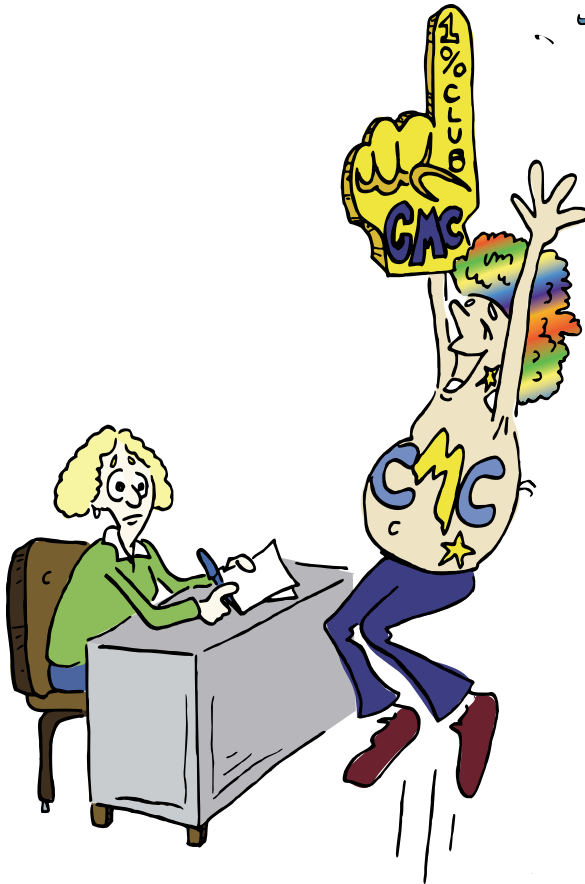
Houston area charitable agencies are any 501(c)(3) organization supported in part by voluntary contributions from the public. These agencies operate independently and are not associated with a federation.

For a complete list of Federations and agencies and their contacts, go to www.houstonhumanresources.org and click on CMC

CMC “**do**s” and “**don**’ts”

do

recognize and thank employees.



do

encourage employees.

don't

threaten employees.



GOALS: CONTRIBUTION

	CONTRIBUTION		
	2003 Goal	2003 Result	2004 Goal
AFFIRMATIVE ACTION	4,000	4,910	4,000
AVIATION	40,800	74,309	40,800
BUILDING SERVICES	12,000	10,329	10,000
CITY COUNCIL	4,000	6,204	4,000
CITY SECRETARY	1,120	1,120	1,120
CONTROLLER'S OFFICE	13,200	15,744	13,200
CONVENTION & ENTERTAINMENT	4,000	8,653	4,000
FINANCE & ADMINISTRATION	16,800	17,735	16,800
FIRE	28,800	8,489	28,800
HEALTH & HUMAN SERVICES	54,400	60,943	54,400
HEC	9,600	4,340	9,600
HOUSING	8,000	13,333	8,000
HUMAN RESOURCES	14,160	20,234	14,160
INFORMATION TECHNOLOGY	9,600	8,964	9,600
LEGAL	8,800	9,187	8,800
LIBRARY	36,000	48,306	36,000
MAYOR'S OFFICE	10,400	9,136	8,000
MUNICIPAL COURTS ADMINISTRATION	13,600	8,416	12,000
MUNICIPAL COURTS JUDICIAL	7,200	9,421	7,200
PARKS & RECREATION	29,600	27,021	28,000
PLANNING & DEVELOPMENT	32,000	33,477	32,000
POLICE	62,400	78,718	62,400
PUBLIC WORKS & ENGINEERING	117,920	141,394	114,000
SOLID WASTE MANAGEMENT	21,600	10,885	18,000
TOTALS	\$560,000	\$631,268	\$544,880

GOALS: PARTICIPATION

	PARTICIPATION		
	2003 Goal	2003 Result	2004 Goal
AFFIRMATIVE ACTION	100%	100%	100%
AVIATION	53%	63%	53%
BUILDING SERVICES	60%	66%	55%
CITY COUNCIL	44%	21%	44%
CITY SECRETARY	100%	100%	100%
CONTROLLER'S OFFICE	100%	100%	100%
CONVENTION & ENTERTAINMENT	100%	100%	100%
FINANCE & ADMINISTRATION	40%	48%	40%
FIRE	23%	2%	23%
HEALTH & HUMAN SERVICES	40%	44%	40%
HEC	30%	7%	30%
HOUSING	100%	100%	100%
HUMAN RESOURCES	100%	100%	100%
INFORMATION TECHNOLOGY	45%	54%	45%
LEGAL	40%	24%	40%
LIBRARY	50%	97%	50%
MAYOR'S OFFICE	100%	81%	100%
MUNICIPAL COURTS ADMINISTRATION	50%	23%	50%
MUNICIPAL COURTS JUDICIAL	50%	51%	50%
PARKS & RECREATION	45%	54%	40%
PLANNING & DEVELOPMENT	44%	51%	44%
POLICE	23%	10%	23%
PUBLIC WORKS & ENGINEERING	64%	64%	67%
SOLID WASTE MANAGEMENT	43%	47%	43%
TOTALS	38%	31%	38%

SEPTEMBER



ALL MONTH

1 WED

2 THUR

2 THUR

Department Kickoff

Coordinator Training

Coordinator Training

Agency Fair

All Departments

611 Walker Auditorium

611 Walker Auditorium

611 Walker Lobby

OCTOBER

2 SAT

9 SAT

4-8 MON-FRI

29 FRI

Runway Race for Life

CMC Golf Tournament

Silent Auction

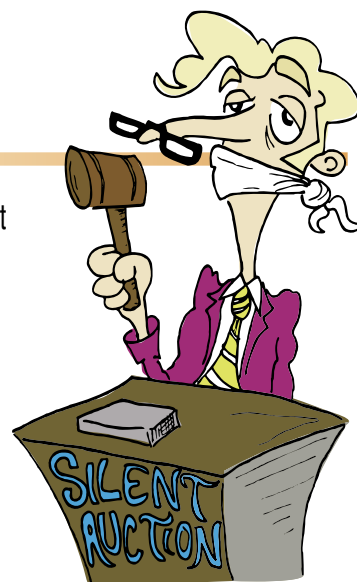
Scantrons due

Bush Intercontinental Airport

Gus Wortham Golf Course

611 Walker Lobby & online

611 Walker, 4th Floor

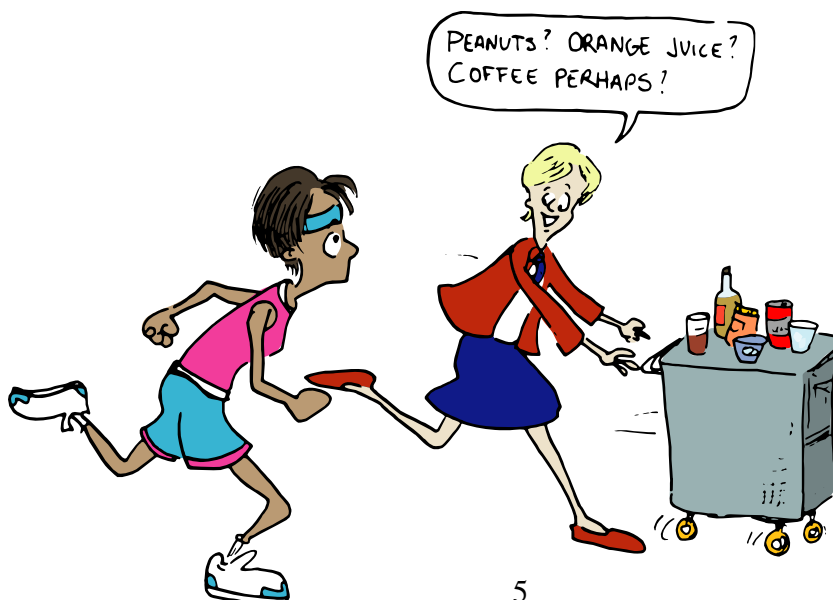


NOVEMBER

6 SAT

Heart Walk

Sam Houston Park, Downtown Houston





RUNWAY RACE FOR LIFE

The Houston Airport System is sponsoring a 5K Run/Walk/Roll for the Combined Municipal Campaign. For additional information or entry forms, please call (281) 233-1802 or visit race.houstonairportsystem.org/main_page_fs.htm

Oct. 2, 2004
7 a.m.

The run/walk will take place on an IAH taxiway.
Registration fee for city employees: \$15
Registration fee for all others: \$20

Proceeds benefit the Leukemia & Lymphoma Society.

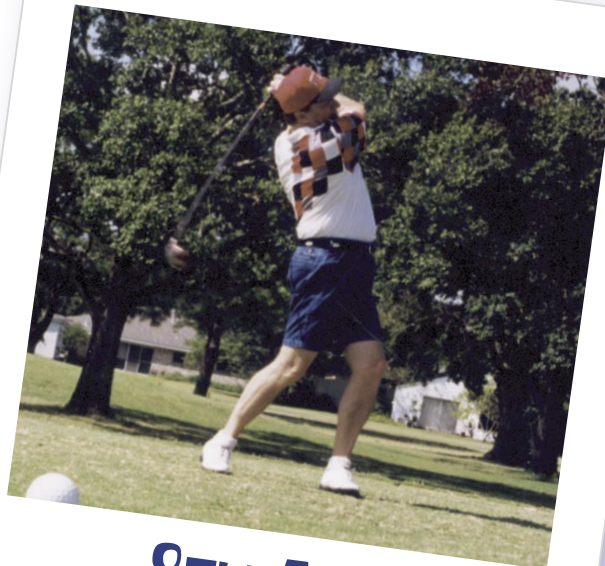


We are taking donations for the Silent Auction until Friday, Sept. 17. If you have items that you would like to donate, please contact your department coordinator or Maria Irshad at (713) 837-9384. Proceeds from donated items will apply to donor's department goal.

Oct. 4-8, 2004

Final bids - Friday, Oct. 8 at 2 p.m.

Bids accepted at 611 Walker in the lobby or online at www.houstonhumanresources.org. Under Combined Municipal Campaign, click on CMC Silent Auction.



8TH ANNUAL GOLF TOURNAMENT

4-person scramble

\$50 per person (\$200/team)

Register before Sept. 17 and save \$5 per person.

Includes: greens fee & cart, breakfast, lunch, goodie bags, door prizes. Open to all city of Houston employees and guests.

Oct. 9, 2004

Gus Wortham Golf Course

7 a.m. - Check-in

8 a.m. - Shotgun start

Call Delier Porter-O'Guinn at
(713) 845-1374 or Garth Welch at
(713) 845-1289 to sign up.



**Nov. 6, 2004, 8 a.m.
Sam Houston Park,
1100 Bagby**

Contact your department coordinator or
Maria Irshad at (713) 837-9384 to find out how to sign up.

EVENTS: HEART WALK



1% Club

Membership in the 1% Club is open to all employees who pledge 1 percent or more of their salary to the CMC. Each member will receive a framed certificate, a CMC memento and be invited to the Recognition Reception.

Directors and Elected Officials 1% Club

Open to all elected officials, department directors and their staff* who give 1 percent or more of their salary to the CMC. Each member will receive a framed certificate, be invited to the Recognition Reception and be treated to lunch by Presiding Judge Berta Mejia and Human Resources Director Lonnie Vara.

Recognition Reception

The Recognition Reception will be held following the 2004 CMC. At the Recognition Reception, 1% Club members will be recognized. Also, awards will be given to the directors, elected officials and coordinators whose departments and offices won their competitions and achieved their 2004 participation and giving goals.

For the competitive events, we divide the departments and offices into levels according to size. There will be one winner for each competition at each level.

Level A	Departments with 3,000+ employees: Fire, Police, Public Works & Engineering
Level B	Departments with 500 to 1,500 employees: Aviation, Health & Human Services, Library, Parks & Recreation, Planning & Development, Solid Waste Management
Level C	Departments with 15 to 499 employees: Affirmative Action & Contract Compliance, Building Services, City Council Offices, City Secretary's Office, Controller's Office, Convention & Entertainment Facilities, Finance & Administration, Housing & Community Development, Houston Emergency Center, Human Resources, Information Technology, Legal, Mayor's Office, Municipal Courts Administration, Municipal Courts Judicial

Awards will be given to the director, elected official and coordinator in each level whose department or office make their goals and/or:

- has the largest percentage increase in participation compared to 2003.
- has the largest percentage increase in contributions compared to 2003.
- has the highest percentage of employees in the 1% Club.
- has the highest per capita contribution.

*Interested? Call your department CMC coordinator to see who is eligible in your department.

What **not** to do with your scantron forms



When filling out the Scantron, use a pen with blue or black ink and be sure to completely darken in the boxes.

1 Write your employee number (six digits) in the blank boxes under "Employee Number." If your number is only five digits, insert a zero in the first space on the left. Darken the corresponding number boxes.

2 Write your department number in the blank boxes under "Dept. Number." Darken the corresponding number boxes.

3 To contribute 1 percent of your annual gross salary, darken the "Yes" box. If you would like to contribute more than 1 percent, darken in your choice under "Above and Beyond Club."

4 Darken in the box that corresponds with your payment option. One form of payment is allowed on each Scantron card.

5 Write the agency name on the "Name of Agency" line. Write the agency code in the blank boxes under "Agency Code." (See 2004 Tribute/agency handbook) Darken the corresponding number boxes. If you make a mistake darken the "Void" box. This will override all information in that section, and the Scantron machine will not read it.

6 Write the amount contributed in the blank boxes under "Amount." Darken the corresponding number boxes. Repeat steps 3 & 4 for each agency.

7 If you would like to be acknowledged by the agencies, darken the "Yes" box at the bottom left of the form.

8 In the box at the bottom right of the form, write the total amount of your contribution in the line that corresponds to your payment option of either biweekly payroll deduction, one-time payroll deduction, cash or check.

9 Be sure to sign and date the form. Return to your coordinator with check or money order, if needed. Make money orders out to the city of Houston CMC. Make checks payable to the agency and put the agency code on the memo line of the check(s). Paper clips only. **Do not staple.**

1 Employee Number

2 Dept. Number

3 ☐ Yes. **Automatically Estimated payroll deduction (24 pay periods):**

4 Contribution

☐ Payroll Deduction

☐ Payroll Deduction

☐ Cash (attached)

☐ Check(s) (attached)

5 Agency Code

6 Amount

7 Would you like to be acknowledged by the above agencies

☐ Yes

☐ No

8 Payroll deduction: biweekly (per pay period)

9 Signature Date

A. Separate the cards into five groups:

1. Cash (money order/cashier's check)
2. Check
3. Payroll deduction - ONE TIME ONLY
4. Payroll deduction - PER PAY PERIOD
5. Special fundraisers

Scantrons with no contributions can be thrown away.



Don't let your paperwork get out of control.

B. Checking the Scantron Forms:

All forms must be checked to ensure they were filled out correctly. Instructions for filling out the Scantron forms are given on page 12.

C. Accounting

1. Cash:

Verify that the cash amount on the employee's Scantron form equals the cash attached to the form. After amounts have been verified, total the cash received from all employees. Write that amount on the reporting form.

The Human Resources Department does not receive cash. After totaling the cash received, the department must convert these funds to a money order/cashier's check, payable to the city of Houston. If a department incurs a cost for the money order, the Human Resources Department will reimburse the department when the department turns in its contributions. Be sure to have a receipt for your money orders.

Place all money orders and accompanying Scantron forms in an envelope marked: MONEY ORDER/CASHIER'S CHECK.

2. Checks:

Verify that all checks are written to the charitable agency and not to the city of Houston. Ask employees to write the number of the charitable agency in the "Memo" or "For" line at the bottom of their checks. If employees contribute to more than one agency, there must be a separate check for each agency.

Next, verify that each check is written for the amount designated on the Scantron form. After the amounts have been verified, total the checks received from all employees. Write that amount on the reporting form. Place all checks and accompanying Scantron forms in an envelope marked CHECKS.



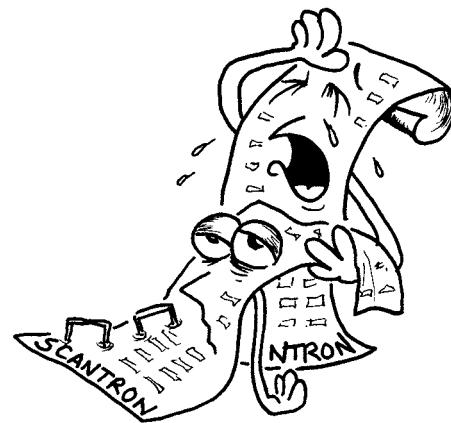
Examine your Scantron Forms closely.

3. Payroll Deduction - one-time only:

Verify that the "Amount" box equals the amount written in the payroll deduction one-time blank in the lower right hand corner of the Scantron form. Total the amount contributed by all employees using one-time only payroll deduction. Write the amount on the reporting form. Place all Scantron forms with a one-time payroll deduction in an envelope marked PD - ONE-TIME ONLY.

4. Payroll Deduction - per pay period [24]:

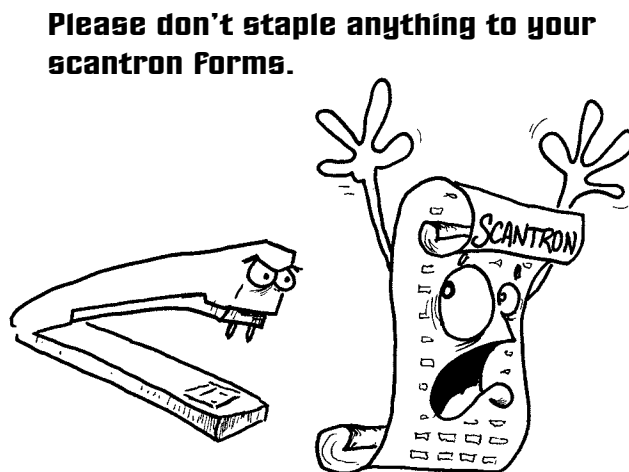
Verify that the "Amount" box equals the payroll deduction biweekly (per pay period) blank in the lower right hand corner of the Scantron form. Total the amount contributed by all employees using 24 pay-period payroll deduction. Write the amount on the reporting form. Place all Scantron forms with a 24 pay-period payroll deduction in an envelope marked PD-24.



5. Special donations:

Special donations include money donated by people who do not work for the city and money donated through special events, such as the online silent auction, bake sales, contests, car washes, etc. Each special donation should be recorded on a separate Scantron card.

To record special donations on a Scantron card, begin with the number 9. This tells the Scantron machine that this donation is a special donation. The next two digits will be your department number and the last three digits will be a unique number for each fundraiser. For example, Human Resources' first special donation Scantron card would read: 980001. The second special donation card would read: 980002 and so on for as many special contributions as the department has. Remember to put your department number in the second two spaces from the left. If you don't know your department number, please contact Maria Irshad, (713) 837-9384.



D. Reporting Forms:

1. The reporting form must be completely filled out and signed by the person filling out the report, the department coordinator and your director or division manager before giving it to Maria Irshad.
2. On your assigned reporting date, the department coordinator should deliver one department reporting form with the envelopes attached as stated above to:

Maria Irshad
Human Resources Department
611 Walker, 4th Floor
(713) 837-9384

Remember:

Money orders or checks made out to the city of Houston CMC are counted as CASH on the Scantron and the reporting form.

Money orders or checks made out to a CMC agency are counted as CHECKS on the Scantron and the reporting form.

E. Miscellaneous Information:

Employees using payroll deduction may use their paycheck stub as proof of their contribution for IRS purposes. Paycheck stubs will show the amount given per pay period, as well as a running year-to-date total.

Department: _____

Director: _____

Coordinator: _____

Date: _____

Phone: _____

Type of Gift	Total Number of Givers	Total Amount Given
Payroll Deduction: One-Time Only		
Payroll Deduction: Per Pay Period		
Money Order / Cashier's Check		
Checks		
Total Employee Giving (Totals of Previous 4 Lines)		

Person Preparing Report

Department Coordinator's Signature

Director's Signature

Date

Date

Date

If you would like to contribute to the CMC in memory of a loved one or pet, please fill in the form below. We will forward the information to your chosen federation or agency.

Please acknowledge my donation to _____.

in loving memory of _____.

Write your name, department, work phone number and work address in the spaces below.

Name: _____

Department: _____

Work phone number: _____

Work address: _____

Thank you for your generous contribution to the CMC in memory of your loved one.



AFFIRMATIVE ACTION

Patsy Jackson (713) 837-9012

AVIATION

Lenore Herman (281) 230-3008
Valerie Prevost (281) 233-1802

BUILDING SERVICES

Regina Pearrie (713) 221-0446
Sabrina Smith (713) 247-3724

CITY COUNCIL

Marta Crinejo (713) 437-6430

CITY SECRETARY

Carrie Roberts (713) 247-1339

CONTROLLER'S OFFICE

Sandra Zeno (713) 247-2843

CONVENTION & ENTERTAINMENT

Larry Larson (713) 526-4752

FINANCE & ADMINISTRATION

Janie Canino (713) 837-9681

FIRE

Wilma Brown (713) 640-0334

HEALTH & HUMAN SERVICES

Loretta Peters (713) 794-9309

HEC

Helen Woods (713) 884-3900

HOUSING

Karen Franklin (713) 868-8471

HUMAN RESOURCES

Margaret Baptiste (713) 837-9370
Estela Cortes (713) 837-9327
Chas Smith (713) 837-9326

INFORMATION TECHNOLOGY

Susan Betts-Lopez (832) 393-0008
Geraldine Taylor (832) 393-0059

LEGAL

Dennis Yaksich (713) 247-1471
Norma Thibodeaux (713) 247-1510

LIBRARY

Marlana Mitchell (892) 393-1481

MAYOR'S OFFICE

Keysha Grayson (713) 247-1860

MUNICIPAL COURTS ADMINISTRATION

Marilyn Owen (713) 221-0249

MUNICIPAL COURTS JUDICIAL

Nydia Vega (713) 247-4560

PARKS & RECREATION

Delier Porter-O'Guinn (713) 845-1374
Garth Welch (713) 845-1289

PLANNING & DEVELOPMENT

Ginger Cooper (713) 535-7506

POLICE

Jenny Wong (713) 308-3213
Sgt. Lindsay Johnson (713) 308-3200

PUBLIC WORKS & ENGINEERING

Darien Helton (713) 837-0410
Rennice Smith (713) 374-3490

SOLID WASTE MANAGEMENT

Felicia Thomas (713) 837-9251

CITYWIDE COORDINATOR

Maria Irshad (713) 837-9384